

**ଉତ୍ପାଦନ ପତ୍ର**

ଠି. ନାମ ଉତ୍ପାଦକ ଉପାଦାନ, ପଦ୍ମ ଉପାଦାନ

ଉତ୍ପାଦନ ନଂ. ୧୫ ତାରିଖ ୦୧.୦୫.୨୦୧୩

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ଉତ୍ପାଦନ କାର୍ଯ୍ୟାଳୟର ନାମ ଉତ୍ପାଦନ କାର୍ଯ୍ୟାଳୟର ନାମ ଉତ୍ପାଦନ କାର୍ଯ୍ୟାଳୟର ନାମ

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ଉତ୍ପାଦନ ନଂ. ୧୫୦୫୦୦୦୦

ଉତ୍ପାଦନ କାର୍ଯ୍ୟାଳୟର ନାମ ଉତ୍ପାଦନ କାର୍ଯ୍ୟାଳୟର ନାମ



Handwritten signature and stamp of the National Institute of Technology, Bhubaneswar.

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**CURRICULUM VITAE**  
Of  
**MD: AKTARUZZAMAN**  
Cell: 01717591815  
E-Mail – aktar047@gmail.com

**Contact Address:**

Md : Aktaruzzaman C/O Md : Abdul Jalil Sarker Vill: Khamar Dubni Post : Mojumderhat, Upzilla: Sundorgonj, Dist: Gaibandha.

**Career object:**

To build up your organization very much strong and also to build up my career as a Post Graduate, I am ready to deliver my knowledge. Creativity so that your organization in dynamic and challenging environment.

**Career Summary:**

I have completed Master of Business Studies (MBS) in **Management** 2nd class from Carmicheal College, Rangpur under National University in 2009 and MBA in **Subject- Financial Accounting, Human Resource Management, Principles of Management & Managerial Economics** GPA-3.25 out of 4.00 Under Bangladesh Open University in 2013.

I have more than 12 years of experience in National and International NGO, Being an Accounts & Finance person I am well capable to Tally Software (ERP-9) and Quick Book financial report, Microcredit SME Banking, Mobile Banking, plan NGO Bureau FD-2, FD-4, Fd-5-FD-6 & design for Annual Budget, budget management, budget control. Capable for keep all accounts & finance related records and necessary documents. Pass also the daily expenditure & statement. Can capable to find all the budget variance & addition. Take step regarding finance, finance admin & accounts related measure & discipline. Purchase & procurement issues are complete with my close supervision where tax, vat & other govt. duty & fees honor with an organizing pattern. Financial administration is a regular duties to serves as of my organizational discipline where I capable to satisfy donor & partners. For more than 10 years' experience now I Maintain regular financial transaction for any of the program effectively, Maintain and prepare financial statement, reports and Monitor financial activities at field level, Ensure compliance of donor. Provide administrative and logistic support to project team and General Admin works. Issue cheque and official receipts, maintain books of accounts etc. Take action for the progress of the work done in each project's field level survey report.

**Service Experience**

Organization, Designation & Duration	Responsibilities
Murdoch University Australia Liason Bangladesh Post Name: Head Admin Officer & Accounts Duration- 01.11.2011 to Continue	Funded By: Australia & Bangladesh krishi Gobeshona Foundation ( Agricultural Research) Responsibility- All Financial & Admin issue Prepare- Financial administration is a regular duty to serves as of my organizational discipline where I capable to satisfy donor & partners. For about 12 years' experience now I Maintain regular financial transaction for any of the program effectively, Maintain and prepare financial statement, reports and Monitor financial activities at field level, Ensure compliance of donor. Provide administrative and logistic support to project team and General Admin works. Issue cheque and official receipts, maintain books of accounts etc. <ol style="list-style-type: none"> <li>1. Fund transfer to Baures, BARI BRAC, BIRI BAU</li> <li>2. Financial Report Tally &amp; Quick Book- Compile report Bank reconciliation, Receipt &amp; Payment, Income &amp; expenditure, Balance Sheet, Trail Balance and Cash Flow</li> <li>3. Admin &amp; HR Issue – Staff Personal file prepare &amp; update</li> <li>4. Official file Prepare, procurement Process &amp; Vat &amp; tax</li> <li>5. And all financial &amp; admin Issue.</li> </ol>
BRAC Upozila Accounts officer  07.03.2008--- 03.01.2010	Program: Micro- Credit & others project. Responsibility: Obtains and maintains a thorough understanding of the financial reporting and general ledger structure. Oversees Accounts Payable, Accounts Receivable, and General ledger activities. Ensures an accurate and timely monthly, quarterly and year end close. Assists the VP of Finance in the daily banking requirements. Ensures the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy. Advises staff regarding the handling of non-routine reporting transactions. Responds to inquiries from the VP of Finance and CEO regarding financial results and special reporting requests Works with the VP Finance to ensure a clean and timely year-end audit. Helps drive continuous improvement initiatives across the company, collaborates with other departments. Provides training to new and existing staff as needed, coach and develop team members.

**SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Training/Workshop/Seminar	Institution	Duration
Human Resource management and development	M&E unit, Dhaka-Bangladesh.	10.05.2009 to 19.05.2009
Finance Policy	BRAC	11.06.2011 to 19.07.2011
Audit, Vat & Tax	M&E unit, Dhaka,	10.05.2013 to 19.05.2013
Credit Management and Operation	RDRS Bangladesh	10.11.2013 to 14.11.2013
Entrepreneur Development & Business Management	CARE – Bangladesh	10.03.2014 to 19.03.2014
Basic bookkeeping and Accounting Management	Institute of Micro Finance, Credit & Development Foundation, Dhaka.	07.09.2015 to 09.09.2015

Finance Management, Vat & Tax		MJF, Dhaka	13.05.2016 to 19.05.2016
Educational Qualification			
Degree	Grade /GPA/Score	Passing Year	Institution
MBA In Financial Accounting	3.25	2013	Bangladesh Open University
MBS In Management	2 <sup>nd</sup> Class	2009	National University
BBS In Management	2 <sup>nd</sup> Class	2008	National University
HSC-Business Study	3.83	2004	Doctor M.I Patowary Technical & Vocational Under Technical Board.
SSC-Science	2 <sup>nd</sup> division	1999	Dharmapur D.D.M High School, Gaibandha under Rajshahi Education Board.

#### Computer Literacy

Windows Operation Systems :MS Word, MS Excel , MS access, MS Power Point & Short hand typing. Accounts Tally Software (ERP-9) & Quick Book, MIS & FIS Posting. Internet Browsing.

#### Language Known

Language	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good

#### Personal Profile

Name : Md: Aktaruzzaman  
 Fathers Name : Md: Abdul Jalil Sarker  
 Mothers Name : Most: Aklima Khatun  
 Date of Birth : 1st June 1984.  
 Permanent Address : Vill: Khamar dubni Post: Mojumderhat Upazilla: Sundorgonj, Dist: Gaibandha.  
 Present Address : Vill: Khamar Dubni Post: Mojumderhat Upazilla: Sundorgonj, Dist: Gaibandha.  
 Nationality : Bangladeshi (By Birth)  
 Religion : Islam (Sunni)  
 Sex : Male  
 Blood Group : A (+ve)  
 National ID : 19843219169000008  
 Bank Chalan : Chalan-13 Data-03.05.2021, Sonali bank Ltd- Branch – Begum Rokeya Sarani,Dhaka  
 References:

Dr. Md. Enamu Haque Adjunct Associate Professor Murdoch University, Australia Liaison Office Bangladesh House# 4c,Road# 7B, Sector# 9, Uttara, Dhaka Cell No-01758717544 E-mail: btahima@gmail.com	Md. Atikur Rahman Project Coordinator National Council Of Disable Women (NCDW) Vill. Laldangga (Laximipur Road Gaibandha) Post. Laldangga. Thana. Sadillapur, Dist. Gaibandha. Cell No- 01728229763 e-mail:atiqsws@gmail.com
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Aktaruzzaman

Md: Aktaruzzaman  
Date: 08.05.2021